



Department of Human Resources & Civil Service

Open Competitive Exam Announcement

Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

OC-62368

Deputy Sheriff – Jailor

Application Fee: **\$25.00**

Examination Date: **April 8, 2006**

Closing Date for Filing: **March 1, 2006** - Applications must be filed in our office or postmarked by this date

Salary: **\$33,205 - \$49,212 annually**

Employment Opportunities: **The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.**

Candidates also taking other Civil Service Examinations:

In addition to our examination, other civil service commissions in other counties and New York State may be holding tests for similar titles on the same test date. You must apply for examination in each location in which you wish to be considered. When you file for our examination **and** any offered by other counties, it will be necessary to take all of these examinations at the same examination center. You must complete our crossfiler form and submit it to our office no later than two weeks before the test date. Indicate all examinations and locations for which you have applied, and examination center preferred. Approval of your request is subject to seating capacity and the policies of the other civil service commissions regarding crossfilers. If you are taking a New York examination, **YOU MUST TAKE ALL TESTS AT THE NEW YORK STATE EXAMINATION CENTER** and call (518) 457-7022 no later than two weeks before the test date to make arrangements, **as well as completing our crossfiler form.**

Minimum Qualifications:

Graduation from high school or possession of a general equivalency diploma.

Special Requirements:

If you pass the written test, you must also satisfy the following requirements at the time of appointment. Only a sufficient number of candidates needed to fill present vacancies at the time the eligible list is established will be invited to participate. As additional vacancies occur, other candidates who are also on the eligible list may be invited to participate.

1. Conviction of a felony will bar appointment.
2. Applicants must be United States citizens at time of appointment.
3. Applicants must possess a valid New York State Class *D* driver's license at time of appointment and maintain the license throughout employment.
4. Applicants must meet physical and medical standards established by the Monroe County Civil Service Commission.
5. Applicants will be subject to an extensive background investigation and psychological evaluation. Psychological evaluation is both written and oral.
6. Applicants must be a Monroe County resident within thirty (30) days of appointment and maintain residency throughout employment.
7. Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

* part-time equivalent experience is as follows:

0-9 hours per week = no credit

10-19 hours per week = 1/4 (one-quarter) of full-time work

20-29 hours per week = 1/2 (one-half) of full-time work

30 hours or more per week = full-time work

Work experience must be paid full-time, or its part-time equivalent. Employment dates, average number of hours worked per week, and job duties must be included.

Residency Requirement:

There is no residency requirement for participating in the written examination.

Fees:

A \$25.00 **non-refundable** Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.

Make check or money order payable to: Monroe County Director of Finance

Write your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a \$15.00 charge for returned checks. We do not accept cash.

Exception to Fee Requirement:

An exception to the application fee will be made only for persons receiving Supplemental Security Income (SSI) payments or public assistance, or certified as Workforce Investment Act (WIA) eligible through a state or local social service agency, and for those who are unemployed and primarily responsible for the support of a household. Employees of Monroe County who are represented by the Federation of Social Workers, Local 381, are eligible for this waiver for all exams if they are in salary group 52 and below; employees in a salary group above 52 are eligible for the fee waiver, if the examination is for a title in their career field. Employees of Monroe County who are represented by C.S.E.A., Local 828, are eligible for this waiver, if they are in salary group 10 or below. The fee is waived for all Monroe County employees taking promotional exams. Individuals wishing to claim this waiver of fee must complete an application fee waiver request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Description of Duties:

This position is responsible for guarding inmates in one of the Monroe County Jails, ensuring that order, discipline, safety and security are maintained as well as tending to inmates daily personal needs. The employee is assigned to a particular unit such as Housing or Transport for a period of time. The employee reports directly to and works under general supervision from a Deputy Sheriff-Jailer Corporal or Deputy Sheriff-Jailer Sergeant with wide leeway for independent judgment in dealing with everyday activities according to the "Rules and Regulations of the Monroe County Sheriff's Office". Work is carried out in accordance with established procedures and involves substantial contact with inmates on a daily basis. Must be available for shift work and on holidays and weekends. Employees must successfully complete a training course mandated by the New York State Commission of Corrections during probationary period.

Scope of Examination:

A multiple-choice written test will cover knowledge, skills and /or abilities in such areas as:

1. Applying written information in a correctional services setting

These questions are designed to evaluate the candidates' ability to read, interpret and apply rules, regulations, directives, written narratives and other related material. The candidates are required to read a set of information, and to appropriately apply the information to situations similar to those typically experienced in a correctional services setting. All the information needed to answer the questions asked concerning the situations presented is contained in the rules, regulations, etc. which are cited.

2. Observing and recalling facts and information

These questions are designed to test how well the candidates can observe and recall information presented. The candidates will be presented with information describing or depicting prison scenes or other facts. They will have a short time to memorize the information before it is collected by the monitor. They will then be asked to recall specific details.

3. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

4. Understanding and interpreting written material

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

A **"Guide to Taking the Written Test for the Entry-level Correction Officer Series"** is attached. It is also available at the Monroe County Civil Service Office in Room 210, County Office Building, 39 West Main Street, Rochester, NY 14614. The guide is also available on the Monroe County Web Site listed at the bottom of this page or by sending a self-addressed, stamped envelope to the above address. This guide contains sample test questions similar to the question that will be used in this written test.

Calculators and Reference Materials:

The use of calculators is **PROHIBITED** for this exam. You may not bring books or other reference materials.

This written examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

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----- **BASIC CIVIL SERVICE INFORMATION** -----

Applications:

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

Candidates must record the Exam Number and Title on the Application.

Note:

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

Certifications and Appointments:

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

Background Investigation:

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint

check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Special Requirement for Appointment in School Districts and BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Veteran's Credits:

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with the Veteran's Administration. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

Active Military Members:

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

Children of Firefighters and Police Officers Killed in the Line of Duty:

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Special Arrangements for Examination:

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)] or if you have a disability that requires special accommodations for you to participate in an examination, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

Multiple Exam Takers:

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a crossfiler form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

Admission to Examination:

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice to appear for the examination **three days** before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

Issue Date: January 30, 2006



**New York State
Department of Civil Service**

Committed to Innovation, Quality, and Excellence

A Guide to the Written Test

for the

Entry-Level Correction Officer Series



George E. Pataki
Governor

Daniel E. Wall
Commissioner

INTRODUCTION

The New York State Department of Civil Service has developed this guide to familiarize you with the Entry-Level Correction Officer Series written test. It provides a general description of the subject areas to be tested and the different types of questions you will see on the test. The Examination Announcement will specify the exact subject areas to be included on the test you will be taking.

The Entry-Level Correction Officer Series written test has an overall time allowance of 3 hours. The test is divided into four separate subject areas and the questions are designed to evaluate the following abilities:

- 1. OBSERVING AND RECALLING FACTS AND INFORMATION:** These questions test how well you can observe and recall information presented. You will be presented with information describing or depicting prison scenes or other facts. You will then have a short time to memorize the information before it is collected by the monitor. You will then be asked to recall specific details.
- 2. APPLYING WRITTEN INFORMATION IN A CORRECTIONAL SERVICES SETTING:** These questions evaluate the ability to read, interpret, and apply rules, regulations, directives, written narratives, and other related material. You will be required to read a set of information, and to appropriately apply the information to situations similar to those typically experienced in a correctional services setting. All the information needed to answer the questions asked concerning the situations presented is contained in the rules, regulations, etc. which are cited.
- 3. PREPARING WRITTEN MATERIAL:** These questions test the ability to present information clearly and accurately and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order and then asked to choose from four suggestions the best order for the sentences.
- 4. UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL:** These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

These are the only subject areas that will be included on the written test.

The remainder of this guide explains how you will be tested in each of these subject areas. A **TEST TASK** is provided for each subject area. This is an explanation of how a question is presented and how to correctly answer it. Be sure to read each one carefully.

You will also be given at least one **SAMPLE QUESTION** for each subject area. It will be of the type that you will see on the actual test. The **SOLUTION** and correct answer are provided after each question. You should study the question and the solution in order to understand how the correct answer was arrived at.

SUBJECT AREA 1

OBSERVING AND RECALLING FACTS AND INFORMATION

TEST TASK: You will be given a Memory Test Booklet which contains several photographs. During a limited study period, you must try to memorize as much as you can about the people, objects, and events shown in each photograph. You will not be allowed to take notes during this study period. Look closely at the people in the scene: who are they (e.g., correction officer, inmate, or instructor), what are they wearing, what are they doing, etc. Note the setting of the scene: what objects are present, how are the objects positioned, what are people doing with the objects, etc. After the study period, the photographs will be taken away and you will have to answer questions about them, based on your observation and recall.



INMATES IN PRISON YARD

SAMPLE QUESTIONS:

There are two types of questions you will have to answer for each photograph in the Memory Test Booklet. The first type is a four-option multiple choice question. The second is a two-option, "true or false" question. Below is an example of each.

Answer the following question using the information contained in the photograph labeled "INMATES IN PRISON YARD."

What was the focus of attention of the group?

- A. a weightlifting bench
- B. an inmate holding his fist out
- C. a barbell on the ground
- D. an inmate lifting weights on a bench

Answer is B.

SOLUTION: To answer this question correctly, you need to recall from memory what the inmates in the photograph were doing and to recognize that they all appeared to be looking at an inmate holding his fist out.

The correct answer is "an inmate holding his fist out" (choice B).

Answer the following question using the information contained in the photograph labeled "INMATES IN PRISON YARD."

One of the inmates in the prison yard was holding a barbell.

- A. True
- B. False

Answer is B.

SOLUTION: To answer this question correctly, you need to recall from memory that none of the inmates in the photograph was holding a barbell.

The correct answer is "False" (choice B).

SUBJECT AREA 2

APPLYING WRITTEN INFORMATION IN A CORRECTIONAL SERVICES SETTING

TEST TASK: You will be given a set of rules, regulations, or other written information which you must read. Next, you will be provided with a situation that is similar to those typically experienced in a correctional services setting. Finally, you must answer the question based upon your application of the rule to the situation.

SAMPLE QUESTION:

RULE: Personal Grooming Standards - *Employees shall be well groomed, appropriately dressed, and present a neat, clean appearance while on duty. Moderate amounts of cologne or perfume may be used.*

- I. Hair** - *The hair must be kept clean and within Department Standards. Uniformed staff may not wear hair styles that feature spikes, shaved patterns, lines, tails, symbols, or names cut into the hair. Unnatural color dyes, or any other styles which distract from their professional appearance should be avoided.*

Males - The hair shall be neatly groomed so as not to fall over the ears or eyebrows or extend more than 1/2" below the top of the uniform collar.

Females - While in uniform, the hair shall be neatly groomed and arranged/styled so that it does not extend more than 1/2" below the top of the uniform collar. Pins, combs, or barrettes similar to the color of the hair are permitted, provided they are tasteful, not ostentatious, and concealed as much as possible. Hair ornaments or ribbons shall not be worn.

- II. Facial Hair** - *Recruits reporting to the Academy shall keep existing facial hair trimmed as set forth below. Recruits shall not be permitted to grow new facial hair while at the Academy.*

Beards - Security staff appointed after 1990 are not permitted to wear beards. Security staff appointed prior to 1990 may wear beards provided they are kept trimmed within one inch.

Sideburns - Shall be neatly trimmed, the base shall be clean shaven on a horizontal line and shall not extend below the lowest part of the exterior ear openings. Muttonchop or flared sideburns are prohibited.

Mustaches - Must be neatly trimmed and not extend beyond the corners of the mouth or fall below the center line of the lips.

SITUATION: While inspecting the appearance of Correction Officers at pre-shift briefing, a Sergeant observes the following four officers: **Officer A** - a male officer wearing his hair 1/4" over his ears and 1/4" below the top of his uniform collar; **Officer B** - a female officer wearing shoulder length hair arranged in a single braid; **Officer C** - a female officer wearing a yellow ribbon in her hair in recognition of her husband who is overseas with the military; **Officer D** - a male officer who did not have a mustache when graduating from the Academy, but who has grown a neatly trimmed mustache since reporting to the facility.

QUESTION: Based on the preceding rule, which one of the officers is in compliance with the Personal Grooming Standards?

- A. Officer A
- B. Officer B
- C. Officer C
- D. Officer D

Answer is D.

SOLUTION: To answer this question, you must compare the descriptions of the four officers provided in the **SITUATION** to the relevant sections of the stated **RULE**.

When doing so you need to recognize that **Officer A's** hair extends $\frac{1}{4}$ " over his ears, in violation of the section of the Rule which states that, for males, hair "*...shall be neatly groomed so as not to fall over the ears...*" You need to recognize that **Officer B's** shoulder length braid is in violation of the section of the Rule which states that, for females, hair must "*... not extend more than $\frac{1}{2}$ " below the top of the uniform collar.*" In addition, you need to recognize that **Officer C's** yellow ribbon is in violation of the section of the Rule that states, "*...Hair ornaments or ribbons shall not be worn.*"

You also need to confirm that no portion of the Rule prevents **Officer D** from having a neatly trimmed mustache, even though he did not have one when graduating from the Academy.

The correct answer is "Officer D" (choice D).

SUBJECT AREA 3

PREPARING WRITTEN MATERIAL

TEST TASK: There are two separate test tasks in this subject area:

Information Presentation: For this test task, you will be presented with information, and then be asked to identify which choice best presents that information (most clearly and accurately).

Paragraph Organization: For this test task, you will be presented with a group of scrambled sentences, and then be asked which order of presentation would represent their best arrangement (most logical and comprehensible order of presentation).

SAMPLE QUESTIONS:

Information Presentation:

Correction Officer Gilson failed to take proper precautions. His failure to take proper precautions caused a personal injury accident.

QUESTION: Which one of the following best presents the information above?

- A. Correction Officer Gilson failed to take proper precautions that caused a personal injury accident.
- B. Proper precautions, which Correction Officer Gilson failed to take, caused a personal injury accident.
- C. Correction Officer Gilson's failure to take proper precautions caused a personal injury accident.
- D. Correction Officer Gilson, who failed to take proper precautions, was in a personal injury accident.

Answer is C.

SOLUTION:

Choices A and B both convey the idea that the proper precautions caused the accident. Choice D states that Gilson was in a personal injury accident; the information presented states that Gilson caused a personal injury accident, but we don't know if Gilson was in the accident. Choice C is the only choice that accurately restates the information presented.

Paragraph Organization:

The question below is based upon the following group of scrambled sentences. You are to read the sentences and then indicate which order of presentation would represent their best arrangement.

- 1. Eventually, they piece all of this information together, and make a choice.
- 2. Before actually deciding upon a corrections job, people usually think about several possibilities.
- 3. They imagine themselves in different situations, and in so doing, they probably think about their interests, goals, and abilities.
- 4. Choosing among occupations in the correctional services field is an important decision to make.

QUESTION: Which one of the following is the best arrangement of these sentences?

- A. 2-3-1-4
- B. 2-3-4-1
- C. 4-2-1-3
- D. 4-2-3-1

Answer is D.

SOLUTION:

The best arrangement of these sentences is 4-2-3-1. Sentence 4 introduces the main idea of the paragraph: "choosing a correctional services occupation." Sentences 2-3-1 then follow up on this idea by describing, in order, the steps involved in making such a choice. Choice D is the **best answer** to the question.

SUBJECT AREA 4

UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL

TEST TASK: You will be provided with brief reading selections and will be asked questions relating to the selections. All of the information required to answer the questions will be provided in the selections. You will not be required to have any special knowledge relating to the content of the areas covered in the selections.

SAMPLE QUESTION:

Transporting Inmates

Correction officers who are transporting inmates are responsible for the safety and security of such inmates from the time they leave the jail until the inmates are delivered to their destination or until the inmates are returned to the jail. The officers should not make any stops during the trip unless it is absolutely necessary. If stopping is absolutely necessary, the officers must take all possible precautions to maintain their own safety and the safety and security of the inmates. If an unavoidable delay is experienced (for example heavy traffic, car trouble, or bad weather) the officers must take the first opportunity to notify the jail of the delay. If a situation occurs which is not covered by specific instructions, the officers must contact their jail's watch commander, if it is possible. If it is not possible to contact the watch commander, the officers must exercise their best judgment to fulfill their responsibility to maintain the safety and security of the inmates.

Which one of the following statements concerning the transportation of inmates is best supported by the passage above?

- A. If it appears that the trip might be delayed, the officers transporting the inmates should notify the jail immediately.
- B. If it is necessary to make a stop, the inmates should be secured with leg-irons and handcuffs.
- C. The officers transporting the inmates are responsible for maintaining the safety and security of the inmates at all times during the trip.
- D. If the vehicle transporting the officers and the inmates becomes involved in a traffic accident, the first thing the officers should do is notify their watch commander.

The answer is C.

SOLUTION: To answer this question, evaluate all the choices.

Choice A: The passage states that the jail should be notified if a delay is experienced, but it does not state that the jail should be notified if a delay might occur. In a situation where it appears that a delay might occur, but it does not ever take place, it would not be necessary to notify the jail since a delay was not experienced. Choice A is incorrect.

Choice B: The passage states that, if stopping is absolutely necessary, the officers must take all possible precautions to maintain their own safety and the safety and security of the inmates. It does not state that inmates must be secured with leg-irons and handcuffs. The appropriate method will vary depending on the nature of the inmates, the purpose of the trip, and the circumstances of the stop. Choice B is incorrect.

Choice C: This choice is another way of stating the information provided in the first sentence: "*Correction officers who are transporting inmates are responsible for the safety and security of such inmates from the time they leave the jail until the inmates are delivered to their destination or until the inmates are returned to the jail.*" The first sentence describes the responsibility of the officers as, "*the safety and security of the inmates,*" and the duration of the responsibility as, the complete trip – "*from the time they leave the jail until the inmates are delivered to their destination or until the inmates are returned to the jail.*" Choice C is the only correct choice.

Choice D: There is nothing in the passage that states that the first thing the officers should do is notify the watch commander if the vehicle they are using to transport the inmates becomes involved in a traffic accident. According to the passage, the officers must report delays to the jail at "*first opportunity.*" It does not specify the watch commander. Moreover, the appropriate first response might vary: someone might need immediate first aid, an inmate might need to be secured, or the roadway might need to be cleared to avoid more accidents. Choice D is incorrect.

TEST SECURITY

The test you will be taking is the property of the New York State Department of Civil Service. Candidates may not remove test material from the test site and may not reproduce, reconstruct, or discuss the test content with others. Unauthorized possession or disclosure of the test material is prohibited by law and punishable by imprisonment and/or a fine. Additionally, candidates may be disqualified from appointment to the positions for which the examination is being held and from being a candidate for any civil service examination for five years. After you take the test other individuals may want to talk with you about the test. You should not discuss the questions and answers, even in general terms. You need to be careful that you do not inadvertently violate test security and put yourself at risk.

CONCLUSION

Your attitude and approach to the test will influence how well you perform. A positive attitude will help you do your best. There are also practical things you should do.

Before the test...

- ? Study and review this Guide to become familiar with the test content.
- ? Study and review the subject areas that will be covered on the test.

On the day of the test...

- ? Arrive at the test site on time.
- ? Come to the test prepared; bring your admission notice, two No. 2 pencils, your photo ID containing your signature, a quiet lunch or snack, and any other necessary materials. Do **NOT** bring this test guide to the test site.

During the test...

- ? Read and follow all directions on your admission notice, test booklets, answer sheets, and Candidate Directions.
- ? Follow the Monitor's instructions.
- ? Keep track of the time.

After the test...

- ? Do **NOT** remove any test materials from the test room and do **NOT** paraphrase, reconstruct, or reproduce the test material in any way.
- ? Do **NOT** discuss the test material with others.

It is the policy of the New York State Department of Civil Service to provide reasonable accommodation to ensure effective communication of information to individuals with disabilities. If you need an auxiliary aid or service to make this information available to you, please contact the New York State Department of Civil Service Public Information Office at (518) 457-9375.

Visit the New York State
Department of Civil Service web site
www.cs.state.ny.us



New York State
Department of Civil Service
The State Campus
Albany, NY 12239

2006